

EXHIBIT 6-E

TREASURE STATE ENDOWMENT PROGRAM

PREVAILING WAGE EMPLOYEE INTERVIEW FORM

Project Name	Contractor or Subcontractor(Employer)
TSEP Recipient	

1. Name of Employee

2. Home Address and Zip Code

3. Last date you worked on project before today? Number of hours worked on project on that date?

4. Your hourly pay rate? \$

5. Your Job Classification(s)? Yes No
Apprentice?

6. Your Duties?

7. Tools or Equipment Used?

8. Paid at least time and one-half for all hours worked in excess of 40 in a week? Yes No
(If overtime premium pay is not required, enter "inapplicable")

9. Ever threatened, intimidated, or coerced into giving up any part of pay?

10. Duties observed by Interviewer Yes No
Conform to Classification:

11. Remarks (continue on reverse if necessary)

12. Signature of Interviewer Date of Interview

PAYROLL EXAMINATION

13. Remarks (continue on reverse if necessary)

14. Signature of Payroll Examiner Date

INSTRUCTIONS FOR CONDUCTING EMPLOYEE INTERVIEWS

- A. The foreman or construction supervisor should be notified in advance of the time of the employee prevailing wage interviews as a courtesy.
- B. The person performing interviews should be knowledgeable of prevailing wage procedures.
- C. Number of employees interviewed should be sufficient in number:
 - 1. to adequately test the accuracy of the payroll records (at least 10% of the total work force during the term of the project); and
 - 2. to provide a representative sample of all classifications of employees on the project (at least one employee for each job classification during the term of the project).
- D. Place of Interview could be:
 - 1. on the job site, if it can be conducted properly and privately (this is a one-on-one process);
 - 2. at the employee's home;
 - 3. at the local government agency's office; or
 - 4. by mail.
- E. The interviewer should observe the duties of the workers on the job site before initiating any interviews.
- F. To initiate the interview, the interviewer should:
 - 1. properly identify him/her/self;
 - 2. clearly state the purpose of interview; and
 - 3. advise the worker that the information given is confidential, and that their identity will be disclosed to the employer only with the employee's written permission.
- G. Employee interviews should be recorded in the TSEP Prevailing Wage Employee Interview Form. The interviewer should pay particular attention to:
 - the employer's actual name and not just the name of a first line supervisor;
 - the employee's full name (line 1);
 - the employee's permanent mailing address (line 2);
 - the last date the individual worked on the project and number of hours worked that day (line 3) (The interviewers should make it clear that these questions solely relate to work on this project and not other work.)
 - the hourly rate of pay (line 4);

- a. determine if the worker is being paid at least the minimum compensation required by the proper wage decision including health and welfare and pension;
 - b. be sure the worker is not quoting the "net" hourly rate; and
 - c. if it appears the individual may be underpaid, closely question the worker, ask for any records, and arrange to re-interview the employer.
 - the classification (line 5); (enter the worker's statement of his classification, but not a nickname for the trade.)
 - the duties and tools used (lines 6 and 7);
If the worker's statements and the observation made by the interviewer indicate that this individual is performing under the correct job classification, the word "trade" may be entered across both items.
 - whether the employee has been paid properly for overtime hours worked (line 8);
 - whether the employee has been intimidated into giving up pay or into working for less than the prevailing wage rate (line 9);
 - actual duties interviewer observes worker performing during on-site visit (line 10);
 - any comments that seem necessary or pertinent in the "Remarks" space on line 11; and
 - the exact date the interview took place (line 12).
- I. The payroll examiner then will check the information on the TSEP Prevailing Wage Employee Interview Form, against the payroll submitted for the same date as the interview:
- 1. if no discrepancies appear the examiner can simply write "prevailing wage o-k" in the "Remarks" space on line 13;
 - 2. if discrepancies do appear, this should be noted and appropriate action should be initiated; and
 - 3. when necessary action has been completed, the results are also noted on the same interview form.
- J. The interviewer/payroll examiner will work with the contractor to correct any discrepancies between on-site interviews, payrolls, and wage decision. If the discrepancy is other than the result of bookkeeping errors and the payroll examiner is unable to satisfactorily resolve a discrepancy, he/she should contact the TSEP liaison and the Montana Department of Labor and Industry, Labor Standards Bureau.
- K. Failure of contractors to comply with labor standards may require payroll adjustments and could result in the imposition of penalties.

Supplemental Instructions for Conducting Employee Interviews

These supplemental instructions are provided with the sample of a completed TSEP Prevailing Wage Employee Interview Form and pages from an actual general wage decision to aid your understanding of the interview process, and to illustrate how to find the appropriate wage rate based on the sample interview.

The sample employee interview form presents an interview of a worker on a TSEP-assisted water distribution line replacement contract in a hypothetical Montana community, called Sunrise, Montana. In using the form, the interviewer (the grantee's labor standards officer) completed the information on lines #1 through #12 on the day of the interview, which was August 4, 1987. When the weekly payroll report #4, which covered the day of the interview, was received from XYZ Construction Company, the interviewer compared the contractor's payroll information with the information given by the employee, Jack Hammer. The payroll report showed this employee was paid \$12.11/hour base rate and \$3.15/hour fringe benefit as a laborer/pipelayer. The interviewer, after finding the wage rates matched those provided in the construction contract, then showed this as verified in the remarks section (#13) and signed and dated the form (#14).

To determine if this was the appropriate wages paid by the contractor to this employee, the following steps were used to find the prevailing wage rate for a laborer/pipelayer:

1. Determine the applicable job classification;
(e.g., laborer/pipelayer as given by the employee and by observation of his duties)
2. Locate the Wage Rate Decision in your construction contract;
3. Locate on this decision the "basic" job classification;
(e.g., Laborers)
4. Determine which "group" of laborers is appropriate;
(e.g., pipelayer)
5. Determine which "zone" of laborers is appropriate; and
6. Locate the appropriate wage rate for this classification.
(e.g., For Group 2/Zone 2, \$12.11 for base rate and \$31.5 for fringe benefit)